

7 FEBRUARY 2002



Command Policy

**COMMANDER'S SELF-INSPECTION
PROGRAM (SIP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 45 SW/IGV (Capt Michael E. Kiel)
Supersedes 45 SWI 90-201, 21 August 1997

Certified by: 45 SW/IG (Lt Col Ralph Gracia)
Pages: 5
Distribution: F

This instruction implements AFI90-201_AFSPCSUP1, **Inspector General Activities**. This instruction applies to HQ 45 SW and all subordinate units and may be supplemented

SUMMARY OF REVISIONS

This revision provides instruction for the 45 SW SIP. It establishes the 45 SW SIP as a program without higher headquarters guidance. It incorporates the use of the 45 SW Form 101, **45 Space Wing Discrepancy**, and implements a standardized inspection process. This publication has been substantially revised and must be reviewed in its entirety.

1. Policy. The 45th Space Wing, Staff Offices, Group, and Squadron Commanders will be involved in the identification, prevention, and correction of deficiencies within their organizations. Staff Agency Chiefs, Group and Squadron Commanders are responsible for reviewing and using AFSPC sources to determine unit readiness and compliance with directives.

2. Procedures. The Wing Staff Section Chiefs of staff offices, Group and Squadron commanders will appoint, in a memorandum of appointment, a primary and alternate SIP Manager to receive and staff IG items. Send copies of Squadron SIP Manager appointment letters to the Group SIP Manager. Send a copy of Group and Wing Staff Agency SIP Manager appointment letters to 45 SW/IGV.

3. Responsibilities. The 45th Space Wing Vice Commander, 45 SW/CV, is the SIP office of primary responsibility (OPR) and has designated the Inspector General office, 45 SW/IG, to administer the Self-Inspection Program.

3.1. 45 SW/IG will:

- 3.1.1. Ensure self-inspections are accomplished semi-annually and reports submitted per the following guidance.
- 3.1.2. Notify wing group and staff agency SIP managers to accomplish critical and non-critical checklist items and submit results to 45 SW/IGV no later than 31 May and 30 Nov annually.
- 3.1.3. Provide guidance to functional areas, work centers, and additional duties when developing local mission-oriented checklists using Headquarters Air Force Space Command (HQ AFSPC) checklists as a baseline.
- 3.1.4. Provide guidance to staff agency, group and squadron managers on maintaining a SIP binder in accordance with paragraph 6. of this instruction.
- 3.1.5. Report critical inspection discrepancies and corrective actions to 45 SW/CC quarterly.
- 3.1.6. Conduct Staff Assistance Visits (SAVs) annually to review programs with wing group and staff agency SIP managers.
- 3.1.7. Review the 45 SW Self-Inspection Program Guide annually.

3.2. Group/Squadron Commanders and Wing Staff Agency Chiefs will:

NOTE: Commanders and staff agency chiefs may delegate responsibility to SIP managers. However, squadron, group, and staff agency SIP managers must coordinate all correspondence through appropriate unit command channels prior to sending to 45 SW/IG. Group SIP managers will coordinate on all correspondence within their respective group before forwarding reports to 45 SW/IG.

- 3.2.1. Assign responsibilities for functional areas and additional duties critical to your mission.
- 3.2.2. Identify via memorandum functional areas and additional duties that will be inspected semi-annually.
- 3.2.3. Ensure local mission-oriented checklists are developed for all mission critical areas within their unit or agency if no AFSPC or other Higher Headquarters checklist exists.
- 3.2.4. Ensure self-inspections are completed.
- 3.2.5. Maintain access to checklists covering each functional area, work center, and additional duty critical to your mission.
- 3.2.6. Conduct self-inspections semi-annually of applicable critical and non-critical checklist steps and submit reports to 45 SW/IG NLT 31 May and 30 Nov annually.
- 3.2.7. Forward status updates of open critical discrepancies through Wing Staff and Group SIP Managers to 45 SW/IGV monthly through closure.
- 3.2.8. Establish requirements and a process for ensuring AFSPC/IG inspection reports, checklists, IG SIIs and other appropriate information are disseminated within the organization.
- 3.2.9. Ensure SIP program managers review AFSPC/IG inspection reports and incorporate pertinent material/steps into local program checklists. Open a 45 SW Form 101, **45 SW Inspection Discrepancy**, for any discrepancy discovered during an AFSPC/IG inspection report review, which *cannot* be immediately corrected. **NOTE: 45 SW Form 101 is available in electronic media on the 45 SW LAN at 45sw_info/C1722_r01/45SWEPL/New_form/45sw; 45sw_info/**

P425-R01/45swepl/new_form/45sw; <http://afpubs.hq.af.mil/>; and <https://midway.eteron.af.mil/pubs/fomrslinks/subrocin/htm>

3.2.10. Ensure SIP managers have access to the AFSPC IG Home page on the Internet where checklists, SIIs and other current relevant AFSPC IG updates, are located.

3.2.11. Maintain the results of the current inspection, to include 45 SW Form 101s and completed checklists with annotations/dates, in the SIP binder. Send 45 SW/IGV a memorandum stating inspection was completed and attach copies of 45 SW Form 101s identifying critical discrepancies from the inspection. Maintain closed discrepancy forms until the next similar type inspection or exercise. If the item remains closed after the next inspection/exercise, dispose of the form. Destroy previous inspection reports one year after completion of next comparable inspection/inventory.

3.2.12. Document all discrepancies in writing using 45 SW Form 101.

3.2.12.1. Enter only one discrepancy per form. Monthly reviews will be conducted and status entered on the 45 SW Form 101 until the discrepancy is resolved. A 45 SW Form 101 is not required if a discrepancy is corrected immediately upon discovery (corrected on the spot). Forward closed 45 SW Form 101s identifying critical discrepancies to the appropriate group/squadron SIP manager. The group SIP manager will then notify 45 SW/IGV.

3.2.12.2. Identify each discrepancy with a standardized tracking number based on the following tracking system: C or NC-mmmmyy-XX; where "C" indicates a critical discrepancy, "NC" indicates a non-critical discrepancy, "mmmyy" is the date discrepancy was identified, "XX" is a sequential two digit number starting with 01.

3.2.13. Ensure the Wing Staff Section Chief and Group/Squadron Commanders review all new and unresolved Critical 45 SW Form 101s on a monthly basis until the discrepancies are resolved. Wing Staff Section Chiefs and Group/Squadron Commanders will elevate problems, which cannot be resolved, to the next appropriate level.

3.2.14. Group SIP manager's conduct SAVs annually to review programs of subordinate units.

4. Self-Inspection Checklist Requirements.

4.1. If self-inspection of an additional duty is a wing wide requirement, wing OPRs for the additional duty will use existing AFSPC checklists or develop comprehensive checklists tailored to meet additional duty requirements using AFSPC checklists as a base line. Distribute tailored checklists, as supplements to AFSPC checklists, to additional duty managers.

4.2. The SIP must include checklists covering all functional areas and additional duties critical to mission success, within your unit.

4.3. SIP Managers may add or delete items from AFSPC checklists, but must ensure they construct comprehensive checklists that adequately address 45 SW program requirements. Create checklists using AFSPC publication guidance.

4.3.1. Divide checklist questions into two categories – critical and non-critical.

4.3.1.1. Critical. These items are related to public law, safety, security, fiscal responsibility, and or mission accomplishment. These areas have significant impact or high probability of significant future impact of the mission and have the potential to bring the overall grade of the specific NAF/Wing/Group/Unit/Functional area below satisfactory.

4.3.1.2. Non-critical. Other items which, if not accomplished, could impact the economy, efficiency, and effectiveness of the area being inspected but would not result in serious impact to mission accomplishment.

4.4. Functional Area Managers may choose to subdivide a checklist into sub-functional parts with critical or non-critical question for each sub-function. The amount of material and nature of the functional area will dictate the checklist's organization

4.5. List each checklist item as a single question, capable of being answered by either a "YES" or "NO", followed by a reference in parentheses.

4.6. Ensure all locally prepared checklists are reviewed and updated annually.

5. Inspection Process

5.1. Ensure all checklist steps are marked with a check in either the YES, NO, or N/A column. After completing all applicable checklists and steps, annotate discrepancies as required.

5.2. An explanation in paragraph format along with the location of documents supporting the answer to each checklist question should be placed immediately below the applicable checklist question.

5.3. If the answer to the checklist question is "YES" the written explanation and/or documentation should be sufficient to convince the reviewer you are in compliance.

5.4. When practical, attach hard copy documentation as proof supporting the answer to checklist questions. If supporting documentation is located within the same binder as the checklist, is too large or is classified, then provide the location of the documentation (it should be readily available) as part of the answer to the checklist question.

5.5. If the answer to the checklist question is "N/A" there should be sufficient written justification that this question does not apply.

5.6. If the answer to the checklist question is "NO" then there should be a 45 SW Form 101 that documents the discrepancy, explaining the problem and what corrective actions are being taken to fix it. Open 45 SW Form 101s will be reviewed and documented monthly to show what progress has been made toward meeting the intent of the checklist question including a reasonable ECD. Handwritten 45 SW Form 101s are acceptable, especially the monthly annotations documenting progress toward closeout.

6. Maintaining Record Sets. Self-Inspection Program records will be maintained by staff agency and group and squadron managers. Ensure the binders or other system of record contain the following at a minimum:

6.1. Section I.

6.1.1. Letter of appointment for Wing SIP Manager.

6.1.2. Letter of appointment for Group SIP Manager.

6.1.3. Letter of appointment for Squadron SIP Manager.

6.1.4. Air Force and AFSPC guidance.

6.1.5. 45 SWI 90-201, Commander's Self-Inspection Program (SIP).

- 6.1.6. 45 SW SIP Instruction Guide.
- 6.1.7. Air Force Special Interest Items (AF-SII).
- 6.1.8. Air Force Space Command Special Interest Items (AFSPC-SII).
- 6.2. Section II.
 - 6.2.1. Commander's memorandum identifying functional areas and additional duties that require semi-annual inspection.
 - 6.2.2. Command self-inspection checklists.
 - 6.2.3. Locally developed and other self-inspection checklists.
 - 6.2.4. Written answers to checklist questions in paragraph format and/or supporting documentation.
- 6.3. Section III.
 - 6.3.1. Discrepancy tracking sheet
 - 6.3.2. Open/Closed 45 SW Form 101s.
 - 6.3.3. Wing Staff Section Chief/Group Commander/Squadron Commander monthly discrepancy review sheet.
- 6.4. Section IV.
 - 6.4.1. Completed semi-annual summary reports (previous and most current).
 - 6.4.2. Last 45 SW Unit Compliance Inspection (UCI) report or location where it is filed.
 - 6.4.3. Last 45 SW Operational Readiness Inspection (ORI) report or location where it is filed.
- 6.5. Section V.
 - 6.5.1. Miscellaneous SIP information.

7. Prescribed Forms. 45 SW Form 101, **45 Space Wing Inspection Discrepancy**, is the prescribed document to annotate detection and resolution of self-inspection discrepancies.

SAMEUL DICK, Colonel, USAF
Vice Commander